

Visual Information Processes

Service Name: Audio Visual Information (AVI)

1. Service Description: Fort Detrick DOIM Visual Information (VI) provides photography, audiovisual, graphics and limited printing services to Fort Detrick customers. Services needed outside of normal business hours require reimbursable overtime, unless other arrangements have been made. No overtime service will be provided until VI receives written authorization from an approving officer with the requesting unit.

2. DOIM Responsibilities:

- a. Provide Photography services to include:
 - 1) Official DA photos and ceremonies. (*Promotions, reenlistment, change of commands, awards, etc.*)
 - 2) Studio and field photography services
 - 3) Hard copy and/or digital prints
- b. Provide Audio Visual services to include:
 - 1) Official ceremonies and training exercises at Battalion level and above.
 - 2) Edit and produce master tape(s)
 - 3) Audio and video duplication
 - 4) Equipment loan
 - 5) Set up and operation of equipment
- c. Provide Graphics services to include:
 - 1) Design and layout (Flyers, slides, programs, brochures, etc.)
- d. Provide Printing services to include:
 - 1) Black and white and color reproduction (Posters, flyers, banners, programs, brochures)
 - 2) Special stock and/or material (Parchment, envelopes, laminating material, etc.)

3. Customer Responsibilities:

- a. Make requirements known to Supplier.
- b. Request services and support by providing necessary request and or documentation.
- c. Submit service requests with sufficient lead time to prepare.

4. Questions/Contact Information: If you have any questions or would like to obtain this service, please contact your Customer Account Manager (CAM) or check the DOIM web site at: <http://doim.detrick.army.mil>. If you do not know your CAM or your organization does not have a CAM assigned please contact the DOIM Help Desk at 301-619-2049 or via email at: usagdoimhelpdesk@amedd.army.mil.